



**CITY OF ST CHARLES
TWO East Main Street
St. Charles Illinois 60174**

Temporary Signs, Banner, Etc. – Building Permit Guide

Department: Building Zoning Phone: (630) 377-4406 Fax: (630) 443-4638

1. Authorization/permit for installing temporary signs, banners, or balloons is needed by the Building Zoning Department.
2. You will need to submit to the Building Zoning Department the following information:
 - a) application for permit
 - b) fee for the permit is **\$30.00** and is to be paid at time of submittal
 - c) two (2) surveys of site or plot plan indicating location of sign
 - d) two (2) sets of details or sketches of sign indicating height size and message
 - e) period of time that sign will be in place (date sign installed and date sign will be removed)
 - f) additional information as may be required by the Building Commissioner to determine compliance with the provisions of the ordinances. (see attached ordinance)
3. The review process is approximately one (1) working week.

Web site [Http://www.stcharlesil.org](http://www.stcharlesil.org)

J.U.L.I.E.
Joint Utility Location Information for Excavators

1-800-892-0123

Dig Number: _____ Date Notified: _____

Please Note: J.U.L.I.E. requires 48 hours notice before digging.

One phone call to J.U.L.I.E. will notify all the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

Utility	Color Code Marker
Electric Utilities.....	Red
AT &T Broadband Cable.....	Orange
Northern Illinois Gas (Nicor Gas).....	Yellow
Sewer Utilities.....	Green
Telephone Company.....	Orange
Water Utilities.....	Blue

BUILDING & ZONING DIVISION

(630) 377-4406 OR (630) 377-4410

Robert J. Vann
Building Commissioner
Plumbing Inspector

Jerry Essem, Tom Medernach,
Building Inspector

Steve Herra

DATE:

TO:

FROM: St. Charles Building Zoning Department

NOTICE: The St. Charles Building Zoning Department has reviewed the plans, which were submitted:
BY:

FOR: Sign-

LOCATION:

INSPECTIONS REQUIRED		REQUIRED CODES
() FOOTING	() ELECTRIC	(x) ST CHARLES MUNICIPAL CODE
() FRAME	(x) FINAL	(x) 1993 BOCA W/REVISIONS
() OTHER: _____		(x) 1996 NATL ELECTRIC CODE

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$30.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$50.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued.

In review of your plans submitted to this office, we find that the following items must be revised to comply with our building codes. (NOTE: NO FACILITY SHALL BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.)

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspection.
4. The illumination of any exterior sign shall be only during business hours or until eleven (11:00) PM, whichever is later.

GENERAL PROVISIONS

4. fences four ft. in height or less (except where the provisions of the Zoning Ordinance are more restrictive)
5. one freestanding permanent sign, to the extent permitted by the provisions of the zoning district or Ordinance granting a Special Use as a Planned Unit Development governing the property, provided that:
 - a) such sign is set back a minimum of ten feet from the right of way line;
 - b) such sign does not exceed eight feet in height above the average finished grade of the yard in which the sign is located;
 - c) no one display surface of such sign shall contain more than seventy square feet and the total area of all display surfaces shall not exceed one hundred forty square feet;
 - d) such signs shall have no flashing lights or moving parts;
 - e) the visible part of the sign support shall be concrete or masonry; and
 - f) such sign shall conform with all other provisions of the St. Charles Municipal Code.

Except as otherwise provided herein, the following shall be prohibited within the 50 ft. setback: structures, parking facilities, paved areas, unpaved gravel or crushed stone areas, swimming pools, fences over four ft. in height, and outdoor sales, storage or display of goods. Provided, however, that paved areas existing as of January 1, 1994, may be used for off-street parking and access drives and shall be considered nonconforming uses conforming with the provisions of Chapter 17.40, "Nonconforming Uses."

(Ord. 1994-Z-9 § 1; Ord. 1993-Z-15 §§ 1,2; Ord. 1983-Z-6 § 1; Ord. 1979-Z-7 § 1; Ord. 1960-16 § IV(K).)

17.02.140 Floodplain area.

Any building, structure or use established after August 17, 1981, shall comply with the provisions of Title 18, entitled Flood Damage Prevention. (Ord. 1981-M-32 § 1; Ord. 1960-16 § IV(L).)

17.02.150 Signs.

- A. Advertising signs (billboard or poster panel) shall not be permitted in any zoning district.
 - B. Business signs, nameplates, "for sale," "for rent," church bulletin signs, and signs for schools and other public and semi-public facilities are permitted in accordance with the sign regulations contained in the various zoning district regulations. (Ord. 1991-Z-14.)
 - C. Temporary signs and attention getting devices are permitted in accordance with the provisions of this Section, except that where other sections of this Title permit such signs, the more restrictive regulation shall apply. Nothing in this Section shall be construed to regulate political signs such as campaign signs or other signs which express a view on an election issue, potential legislative action or other public issue.
1. General Requirements.
 - a. Permit Application: A permit is required to erect temporary signs and attention getting devices, and the application for a permit shall include:
 1. Survey of site or plot plan indicating location of sign.
 2. Detail or sketch of sign indicating height, size and message.
 3. Construction details.
 4. Period of time that sign will be in place.
 5. Additional information as may be required by the Building Commissioner to determine compliance with the provisions of these regulations.

GENERAL PROVISIONS

- b. **Setbacks:** All freestanding temporary signs and attention getting devices shall be set back a minimum of 5 feet from the right-of-way of any street, except that no setback is required for temporary signs and attention getting devices which do not exceed 6 sq. ft. in surface area and 5 feet in height. In addition, freestanding temporary signs and attention getting devices in any zoning district shall comply with the "Corner Visibility" provisions of Section 17.24.060 of Chapter 17.24, "B-2 Community Business District," and the provisions of Section 12.04.200 of Title 12 of the St. Charles Municipal Code regarding corner obstructions.
 - c. **Height:** The height of all freestanding temporary signs shall be measured from a point on the street pavement closest to the sign.
 - d. **Illumination:** Temporary signs may be illuminated, but only between the hours of 7:00 a.m. and 11:00 p.m. sign lighting shall not be designed or directed so as to shine undiffused rays of light (either direct or reflected) into or upon any residential building or lot, or onto a public street. Temporary signs shall not have flashing lights, defined as any artificial lighting that changes intensity or color of illumination when the sign is in use. No sign in direct line of vision of a traffic signal shall be illuminated in red, green or amber color, so as to resemble a traffic signal.
2. **Residential Zoning:** In a residential zoning district, or where the lot is otherwise restricted to a residential use, one temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be:

For developed lots 4 acres or less and vacant lots 1 acre or less: 6 square feet in surface area; freestanding signs shall not exceed 5 feet in height and wall signs shall not exceed the building height.

For developed lots over 4 acres and vacant lots over 1 acre: 32 square feet in surface area; freestanding signs shall not exceed 8 ft. in height and wall signs shall not exceed the building height.

Temporary signs permitted by this paragraph shall be removed not later than 7 days following the conclusion of the event or other condition to which the sign pertains. For example, a real estate "For Sale" sign shall be removed within 7 days of the closing of the sale.

3. **Nonresidential Zoning:**
- a. **Temporary Signs:** In the B-1, B-2, B-2-C, B-3, B-4, M-1, O-R-1, and O-R-2 districts, and any lot zoned with a Special Use that allows non-residential uses, one temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be:

For lots 5 acres and under: 32 square feet of surface area; freestanding signs shall not exceed 8 feet in height and wall signs shall not exceed the height of the building.

For lots over 5 acres: 50 square feet of surface area; freestanding signs shall not exceed 10 feet in height and wall signs shall not exceed the height of the building.

GENERAL PROVISIONS

Temporary signs permitted by this paragraph shall be removed not later than 7 days following the conclusion of the event or other condition to which the sign pertains. For example, a real estate "For Sale" sign shall be removed within 7 days of the closing of the sale.

- b. Attention Getting Devices: Attention getting devices are defined as any pennant, flag, valance, banner, propeller, spinner, streamer, searchlight, balloon or ornamentation. Attention getting devices are permitted in the B-1, B-2, B-2-C, B-3, B-4, M-1, O-R-1, O-R-2 Districts and on any lot zoned with a Special Use or PUD that allows non-residential uses, but shall be displayed only in association with a grand opening or special event; such displays shall be limited to 14 days per permit, and not more than three such permits shall be issued per calendar year per business. Attention getting devices shall comply with the following restrictions:

- 1. The longest dimension of a balloon shall not exceed seven linear feet.
- 2. The maximum total surface area of all banners for each business shall be based on the street frontage of the lot on which the business is located:

Street frontage of 500 feet or less: 50 square feet.

Street frontage of more than 500 feet, up to 1000 feet: 100 square feet.

Street frontage of more than 1000 feet: 150 square feet.

Banners attached to the building shall not extend above the building height. Banners attached to freestanding permanent signs may not extend above the height of the sign.

- 3. Flags shall not exceed 12 square feet of surface area. The flag of any nation, state or governmental entity is exempt from these regulations.
- 4. Search lights shall be oriented skyward not breaking an angle of forty-five (45) degrees from the ground, and shall not be operated between the hours of 11:00 p.m. one day and 7:00 a.m. the next day.
- 4. B-2-T District: In the B-2-T district, one temporary sign is permitted for each street frontage of the lot. Each sign shall not exceed 16 square feet in surface area. Freestanding signs shall not exceed 6 feet in height and wall signs shall not exceed the height of the building.

Temporary signs permitted by this paragraph shall be removed not later than 7 days following the conclusion of the event or other condition to which the sign pertains. For example, a real estate "For Sale" sign shall be removed within 7 days of the closing of the sale.

- 5. Christmas Tree Sales: Where Christmas tree sales is a permitted temporary use, one temporary sign is permitted per sales operation, for a maximum period of 35 days. Such sign shall not exceed 32 square feet in area and 6 feet in height.

(Ord. 1996-Z-1 § 1.)

D. In no cases shall trailer-mounted signs be permitted.

(Ord. 1975-Z-7; Ord. 1971-Z-35; Ord. 1968-30; Ord. 1960-16 § IV(M).)

**City of St. Charles
Two East Main Street
St. Charles IL 60174-1984**

Department: Building & Zoning Phone 630/377-4406

Fax 630/443-4638

Application for Signs, Banners, Flags and Tent Permit

Application date:_____Permit Issued:_____Permit No:_____

Please Print All Information

I, _____, do hereby apply for a permit for the following work location
at _____, Lineal feet of building frontage/tenant space _____,

Number of square feet of proposed sign _____ Estimated cost of sign _____

Description of proposed sign _____

Plans showing details and location of sign: 2 Plat of Survey (*) 2

*Plat of survey required only is free standing sign

Note: Is this property located in the Historic Preservation District? __

Owner of Property

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

General Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Electric Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

**If Temporary Signs, Banners,
Flags, Balloons, Tents:**

Date of Installation: _____

Date of Removal: _____

Continued on Reverse

Please Print All Information

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

Print Name: _____

Signature: _____

Report of the Building Official

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____

Signed: _____

For Office Use

Received _____

Fee Paid: _____

Receipt #: _____